

**2001 Newsletters Index  
Personnel Issues & You  
Issues 1-12, 2001**

<u>Issue</u>	<u>Date</u>	<u>Subject</u>
01-01	January 1	<ul style="list-style-type: none"><li>• Dental Insurance Carrier Guidelines</li><li>• Adverse Weather Leave Code</li><li>• First Payroll of 2001</li><li>• Changes in Office of Public Employee Health Insurance</li><li>• Personnel Cabinet Telephone Listing</li><li>• Health Insurance News</li><li>• Member Services Branch Phone Number</li><li>• 2000 Newsletter Index</li></ul>
01-02	February 1	<ul style="list-style-type: none"><li>• Health Insurance Refund Adjustments</li><li>• New Deduction Codes</li><li>• Conversion of Annual Leave to Sick Leave</li><li>• New Series I bonds</li><li>• RDS/Document Direct Reports Available</li><li>• Annual Leave Sharing</li><li>• W-2 Information</li><li>• Sick Leave Sharing/Donation Forms</li><li>• List of RDS/Document Direct Reports</li></ul>
01-03	March 1	<ul style="list-style-type: none"><li>• Fund Changes at Deferred Comp</li><li>• Employee's Withholding Allowance Certificates</li><li>• Welcome New Employees</li><li>• CompDent Rate Changes</li><li>• Health Insurance</li><li>• Commonwealth Choice</li><li>• Member Services Branch Staff Changes</li><li>• Exempt Status on "C" Screen</li><li>• Deferring Block 50s On-Line</li></ul>
01-04	April 1	<ul style="list-style-type: none"><li>• Payroll Training Classes</li><li>• Entering Bonds in the UPPS System</li><li>• Adenta Dental Rates</li><li>• New Error Messages Added to PTL and POT Screens</li><li>• E-Mail Notification for Payroll Check Pickup</li><li>• Court Orders for Payroll Deductions</li><li>• Revised Monthly Payroll Schedules</li><li>• Personnel Actions Resulting From Reorganizations</li><li>• Position Control Run Discontinued</li><li>• Classification Branch Changes Analyst Assignments</li></ul>
01-05	May 1	<ul style="list-style-type: none"><li>• Holiday Pay</li><li>• Return of Payroll Boxes</li><li>• Employment Tax Responsibilities for Employer Provided Vehicles</li><li>• Guidelines for SAS-27</li><li>• Processing Administrative Orders</li><li>• On-Line Retirement Calculation Available</li><li>• Agency Spotlight is Back</li><li>• Non-Overnight Travel &amp; FICA</li></ul>

- 01-06 June 1
  - Kentucky Local Tax Codes
  - Agency Payroll and Personnel Staff List
  - Change in Newsletter Format
  - Deferred Comp Reduces Fees Again
  - Payroll Training Update
  - Retirement Rate Change
  - Payroll Manual to Get Face Lift
  - Commonwealth Choice Website
  - How to Process Changes in Commonwealth Choice
  - Commonwealth Choice Reminders
  - Commonwealth Choice Change in Status Form
  
- 01-07 July 1
  - E-mail Security
  - Termination of TALX – The Work Number for Everyone
  - Clarification of Retirement Rate Change
  - Responsibility of Transfer Forms
  - Governor’s Employee Advisory Council
  - New Life Insurance Carrier
  - I Bonds
  - Employee Health Insurance Reminders
  - Group Life Insurance Rates
  
- 01-08 August 1
  - 2002 Health Insurance Open Enrollment Benefit Fairs
  - Health Insurance Coordinator Training
  - Additional Health Insurance Choice Announced for Four Counties
  - 2002 Health Insurance Open Enrollment Dates
  - Local Tax Update
  - Applicant Counseling and Testing Hours Change
  - Jim Looney Announces Retirement
  - Salary Schedule Effective July 1, 2001
  
- 01-09 September 1
  - Rotating Shifts
  - Contact Lists Update Needed
  - Performance Evaluation Annual Leave Awards
  - Payroll Staff Changes
  - Commonwealth Communiqué
  - Open Enrollment – Plan Year 2002
  - Mailing Plan Year 2002 Applications
  - COBRA Reminder
  
- 01-10 October 1
  - Child Support Orders
  - Payroll Branch Changes
  - Processing P1s
  - Open Enrollment Extended for Some Counties
  - 2002 Health Insurance Identification Cards
  - Omissions from Availability Chart
  - Due Date for Health Insurance Applications
  - Revised PPO Benefit & Availability Chart
  - Personnel Cabinet Telephone Listing

01-11 November 1

- Change in Deduction 49
- W-2 Training
- New Payroll Employee
- W-2 Schedule
- KECC
- Employee Addresses on UPPS
- Sample UPPS 5-W Form

01-12 December 1

- 403(b) Annuity Plan Eligibility
- COBRA Instructions – Health Insurance
- New Dental Plan Rates for 2002
- Employees Returning to Work – Commonwealth Choice
- COBRA Instructions – Commonwealth Choice
- Qualifying Events and Commonwealth Choice
- Military Leave